

**PLANNING AND REPORTING REQUIREMENTS:  
TRIBAL COLLEGES ENDOWMENT FUNDS<sup>1</sup>**

**Planning Document (1-2 pages) (see following form)**

Include:

- description of how the funds will be used;
- justification of how expenditure supports institution's Land-Grant mission;
- time line for work completion;
- budget = announced FY04 distribution + any carryover monies for your institution;
- key personnel involved in performing the work.

This is a change from previous instructions in which the Tribal Colleges were asked to submit planning documents based on the next year's distribution. This new process will allow the Tribal Colleges to develop plans based on the announced Endowment awards.

**Annual Technical/Progress Report**

Include:

- Institution's name;
- Reporting person's name;
- One paragraph identifying accomplishments;
- List of known objectives still to be met;
- Photographs, if available, to help tell the story of your accomplishments.

**Financial Status Report (SF-269)**

- Blank SF-269 forms can be downloaded from  
**<http://www.whitehouse.gov/omb/grants/#forms>**;
- Complete the report per instructions on back of the SF-269.

<b>Submit Planning Document and Annual Technical/Progress Report to:</b>  Dr. George L. Godfrey USDA/CSREES/Multicultural Alliances STOP 2251 1400 Independence Ave., SW Washington, DC 20250-2251  <b>Due by September 30, 2004</b>	<b>Submit Financial Status Report (Standard Form 269) to:</b>  Funds Management Office of Extramural Programs CSREES, USDA STOP 2298 1400 Independence Ave., SW Washington, DC 20250-2298  <b>Due by December 31, 2004</b>
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<sup>1</sup>The reports are necessary for CSREES to carry out its oversight and accountability responsibilities and to keep Congress informed of progress and accomplishments being made using the Endowment funds.

## **Planning Document for Endowment Funds**

(Attach additional pages as needed)

**Institution:** \_\_\_\_\_

### **Authorized Organization Representative**

\_\_\_\_\_(Typed/Printed Name): \_\_\_\_\_ Telephone \_\_\_\_\_  
Signature: \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail \_\_\_\_\_

### **Name of Key Personnel**

\_\_\_\_\_  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
etc.

### **Description of How Endowment Funds Will Be Used:**

### **Justification**

### **Time-line for Completion**

**Budget**<sup>2</sup>: Announced Distribution \_\_\_\_\_  
Carryover From Previous Award Years + \_\_\_\_\_  
\_\_\_\_\_ Total Available Funds = \_\_\_\_\_

<b>Project Activity</b>	<b>Percentage of Available Funds</b>
_____	_____
_____	_____
_____	_____
_____	_____
Total Percentage = _____	

Note: Total percentage must equal 100%. If funds are being saved for future use, note that as a Project Activity.

Institutions that plan to use their Endowment Funds for new construction should submit their plans to Dr. George L. Godrey (CSREES/Multicultural Alliances, STOP 2251, 1400 Independence Ave., SW, Washington, DC 20250-2251) for approval. Specific guidelines will be

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<sup>2</sup>Budget information for the Planning Document is needed for internal/external auditing requirements. To allow flexibility in the Planning Document, percentages are allowable. For example, one might report 40% in your budget for salary and fringe benefits and report 60% for equipment and supplies necessary to carry out the project. Exact amounts should be included in the annual Financial Status Report.

provided as part of the process.

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE  
LETTER OF AUTHORIZATION FORMULA PROGRAMS  
PRIMARY CONTACT PERSON FORM**

**INSTITUTION:** \_\_\_\_\_

**FORMULA PROGRAM:** Endowment Interest Formula Fund

**1994 PRESIDENT:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PRIMARY CONTACT PERSON:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_

Please fax back to the attention of :

Arnita Cross

202-401-3481